

**Space Family Education, Inc.
Board of Director's Open Meeting**

May 18, 2006

Safety Report

Director & Vice President

Ms. Gomez showed statistics of injury and illness data through March 2006. Ms. Gomez pointed out that injury number seems to go up due to fall, trip, and biting. Ms. Gomez said that she would provide additional data to specify if it's an upward trend or just repeated occurrences from a few offenders/victims, without over analyzing the data.

Ms. Gomez reported that we are meeting with JSC Safety to provide safety data and to explain why our injury incidents are higher than 'industry standard'. It is possible that JSC and/or 'industry standard' are not entirely appropriate a childcare center. We will try to figure that out. Regardless, we will need to have some corrective plan for JSC and have ways to train ourselves to minimize injury incidents. Ms. Gomez will report back in July on the status of this activity.

Ms. Hirning said that next Tuesday, the staffs will have a safety/emergency training in the form of simulation.

Director Report

Staffing

Resignations:

No report

New Hires:

No report

Other:

Ms. Hirning reported that she has informed parents through email about staffing assignment for the summer.

Operations

Facility:

Ms. Hirning said that more detailed information for Summer Camp would be sent out later. Ms. Hiring would run Summer Camp, and Summer Camp staffing is almost complete (may hire one more summer staff).

Ms. Hirning reported that the MOU with St. Thomas would be signed on May 31th, after the walk-through of the facility. Ms. Hirning said that Summer Camp registration is full, and that she had received positive feedbacks for the June calendar. Ms. Saunders reminded Ms. Hirning to have next year Summer Camp plans ready by September this year.

Ms. Hiring said that the information for summer activities for the main school had been distributed. Ms. Hirning was commended for the well-informed activities plan. Parents gave good feedback.

Special Events:

Ms. Hirning said that Graduation is next Wednesday at 6 p.m. The Childcare Center will have a hot dog to go fundraiser to feed parents and children. Ms. Hirning said that the teachers would feed the children in rooms 7-9 if parents request. Otherwise, the hot dogs would be for sale to go. Ms. Hirning would notify parents about the hot dog fundraiser through email. Ms. Hirning said that the money raised would go to ground maintenance.

Ms. Hirning said that Dyncorp gave us some mulch, but we're asking for some more. Ms. Hirning said that we received some sand for the sand boxes. All we need is to build a bike/trike trail in the younger children playground, and to find some fund to fix the sand boxes cover (currently just a tarp cover).

Other:

No report

Committees Report

Education Curriculum

No report

Fundraising

Reiterated the hot dog fundraiser on Graduation Day.

Discussed 'Original Work' (order catalog) as a possible fundraising option, and planning for an ice cream social.

SOP

The committee had met several times to work on the SOP, and had sent a draft to the Board. The draft SOP is still going through some changes. Ms. Saunders asked when could it be distributed to the membership for review. The committee would determine when it's ready for that. The committee has about 50 proposed changes not yet incorporated in the SOP, it would try to have a completed SOP for the new school year (August) with some or all of the proposed changes. The committee will put together the list of proposed changes to discuss with the Board.

The said that SOP would replace the Parents Handbook and the Staff Handbook.

Newsletter and Webpage

Ms. Hirning reported that we have a new volunteer.

Ms. Coppedge reported that the ParentWatch cameras/access will be updated Tuesday for parents with children migrated.

Room-1

No report

Room-2

No report

Room-3

“Started migration. So far so good”.

Room-4

Room 4 is having a party for Teresa. Parent pointed out that contract list need to be updated on as the children are migrated. Ms. Coppedge will help and make sure the lists are updated.

Room-5

No report

Room-6

No report

Room-7

No report

Room-8

No report

Room-9

No report

Board Members Report

Policies and Procedures (Absent)

No report

Ms. Saunders discussed the possibility of trading Kindergarten for more accommodation at younger age groups, in lieu of expansion. It is something that the membership should consider to address the needs of the membership. It is possible that Kindergarten would be harder to fill in the future if more parents opt to take advantage of public school Kindergarten. Ms. Saunders would ask Ms. Rodriggs to prepare to discuss the proposal.

Treasurer (Absent)

The Board needs to review this year budget.

Ms. Mason asked if the Board could provide some handout or letter for the Fundraising Committee to use to solicit for outside donations. The Board believed that it would be able to provide that.

Secretary (Louis Nguyen)

Mr. Nguyen reported that he attended NAEYC Town Hall meeting on April 6th, with Ms. Saunders, Ms. Hirning and other SFEI staffs, to learn more about new accreditation rules.

Mr. Nguyen said that he's preparing for the 2006 General Membership Meeting on June 15th. Mr. Nguyen said that he received four BOD nominations; two nominees have declined, and two are undecided. No proposed amendments to the By-Laws have been received.

Mr. Nguyen reminded the membership about upcoming important dates:

May 31st, BOD nomination and By-Laws proposed change due

June 1st, Official ballots and proposed By-Laws amendments are distributed to membership

June 8-22, Election on-line

June 15, General Membership Meeting

June 29, 2006 election results

Mr. Nguyen said that the GMM end time is changed from 12:30 p.m. to 1:00 p.m.

Vice President (Susan Gomez)

Ms. Gomez reported that she had filed the necessary paperwork for SFEI to participate in 2006 Combined Federal Campaign. The CFC code for SFEI will be the same for this fall. After that, CFC will change the code.

Ms. Gomez said that she has the report from the auditor for last year.

Ms. Gomez said that the IRS is auditing us, and that she has had several communications with the IRS auditor. The IRS auditor pointed out that we should keep track of point/tuition awarded to Board Members in our books.

President (Melanie Saunders)

Ms. Saunders reported the status of a summer camp facility, and said that under the Space Act Agreement NASA has the right to a rent-free use of the Space Center Intermediate (SCI) facility. Perhaps, if SFEI and NASA could structure an agreement with Clear Creek Independent School District (CCISD) such that NASA is not liable for SFEI actions/activities, NASA could invoke its right to secure our use of the SCI facility. Ms. Saunders said that she would pursue this option by working with NASA.

Regarding the NAEYC Town Hall meeting on April 6th, Ms. Saunders said that NAEYC is pushing the field too much, and not realizing the difficulties for childcare centers to implement their new guidelines and emerging criteria. NAEYC allows centers until 2010 to meet their new standards, with a plan in place. In the mean time, centers would have to start changing and to meet 90% of what NAEYC requires to be accredited. It is possible that NAEYC would back off on some of its criteria between now and 2010, but we do not know how or when.

Ms. Hirning said that the cost to file a self-report to NAEYC (to continue accreditation) has increased to \$1200, in addition to the new standards. Ms. Hirning has the action to research and present to the Board other options or choices for accreditation.

Ms. Saunders reported that the MOU with NASA is almost done. She highlighted a few items in the MOU negotiation; NASA will not provide mulch or maintain the rubber play surface, NASA will replace/repair the fence for us, NASA will review its Center Operation contracts to see if it could provide us with anything we need/want (e.g. toilet paper, etc...), no progress on a summer camp facility on site. Other good things that were cleared with NASA include; fundraising can be conducted on site except during CFC period, email can be used with limited distribution. NASA said that it could live with our current sibling policy, and pointed out that the Exchange people are next in priority right after civil servants. NASA will give us guidelines with respect to priority. NASA MOU will ask us to add that we would retain legal and financial counsel.

Ms. Mason added that she would look into rules for fundraising at the cafeterias and in the JSC Today.

NASA will add the Childcare Center Director to the JSC Emergency Action Team.

Ms. Saunders reported that the JSC Center Director, Mr. Coats, recently visited the Childcare Center, and he was impressed and expressed support for the Childcare Center.

SFEI Members Report

Walk-ons

None

Attendance:

BOD - Louis Nguyen, Melanie Saunders, Susan Gomez
SFEI Staff - Shelley Schroeder, Kristy Hirning, Nancy Coppedge
Members - Scott Dunham, Jennifer Mason, Debbie Berdich
NASA Liaison - Rene Hasson

The next meeting will be July 20, 2006
Building 111 Conference Room - 11:30 AM - 1:00 PM